



TO: Boards/Committees/Commissions Staff Liaisons

CC: Department/Agency Directors

FROM: Connie Latham 
Special Assistant to the County Executive

RE: County Executive's Annual Meeting with
Boards, Committees, and Commissions (BCCs)

DATE: December 30, 2010

I am pleased to inform you that the Boards, Committees, and Commissions (BCCs) Annual Meeting with the County Executive will be held on **February 10, 2011**. The meeting will take place in the **Executive Office Building (EOB) Cafeteria** at **7:00 PM**.

This is an opportunity to meet with the County Executive to review issues relating to your BCCs. There will be a new format for the meeting, in which the County Executive will address your questions and concerns. Because of the large number of BCCs, two or three representatives should be designated to attend the meeting. **Please let us know as soon as possible who will be attending from your group.**

As always, it is helpful for BCC members to prepare any material in advance and forward to us prior to the meeting. BCC staff or department/agency directors are also welcome to attend.

Parking will be available in the Council Office Building (COB) Garage on the corner of Jefferson and Monroe Streets in Rockville. More detailed parking information will follow. If you have any questions, please call me at (240) 777-2548, or Beth Gochrach at (240) 777-2528. We look forward to seeing you.